



**COMMUNITY AND ECONOMIC DEVELOPMENT DEPARTMENT
PLANNING DIVISION
P.O. Box 1609, Mammoth Lakes, CA 93546
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**TEMPORARY OFF-SITE PORTABLE SIGN APPLICATION
ENCROACHMENT PERMIT & SIGN PERMIT**
(Municipal Code Section 17.48.090.N.3)

GENERAL INFORMATION

Applicant Name: _____ Applicant Phone: _____
 Business Name: _____ Business Phone: _____
 Mailing Address: _____ Applicant E-Mail _____
 Business Owner Name: _____ Applicant Fax: _____

SIGN SPECIFICATIONS

Number of Signs (Up to 5 allowed): _____
 Right-of-Way Location(s): 1 _____ 2 _____
 3 _____ 4 _____ 5 _____

Attach a map and photos showing the proposed sign location(s) in the Town right-of-way.

Sign Height (Up to 4 feet): _____ Sign Size (Up to 6 s.f. per side): _____

Sign Material: _____ Sign Wording: _____

Attach a drawing, picture, or other accurate representation of the proposed sign(s).

CERTIFICATION, INDEMNIFICATION AND HOLD HARMLESS

I, the undersigned and owner of a business within the Town of Mammoth Lakes, hereby certify that all information contained herein is true and accurate, and hereby agree to indemnify, defend, and hold harmless the Town of Mammoth Lakes, its officers, agents, and employees from any and all liability, actions, claims, damages, costs or expenses including attorney's fees, costs and expenses of suits which may be brought or asserted by any person or entity, including the permittee, arising out of or in connection with the issuance of this permit or arising in any way out of the placement of a portable sign which is the subject of this permit. With my signature, I also hereby agree to meet all of the requirements of the Town's sign ordinance and conditions of approval relative to this permit, and agree to correct and resolve any inconsistencies immediately or remove my sign(s). Signs placed in locations that are determined to create a hazard shall be removed immediately by the owner or the Town at the owner's expense.

Signature: _____ Date: _____

TOWN USE ONLY

Permit No. _____ Date Received _____

ACTION TAKEN

Approved Denied Consistent with Sign Ordinance: Yes No Permit Expires: _____

Conditions of Approval: (Also see page 2)

Public Works Director Signature: _____ Date: _____

Community and Economic Development Director Signature: _____ Date: _____

**Town of Mammoth Lakes Municipal Code
Section 17.48.090.N.3 – Portable Signs**

Portable signs. The use of small portable signs is allowed within all zoning districts with the exception of the OMR and D Districts, subject to the following requirements.

- a. One portable sign may be allowed on-site in addition to all other permanent signs allowed for the business or activity.
- b. Five additional off-site portable signs may be located within the Town right-of-way subject to approval of an encroachment permit by the Director and Town Engineer, provided they do not interfere with vehicular or pedestrian movement or wheelchair access to, through, and around the site on which the sign is located. A minimum access width of six feet shall be maintained along all sidewalks and building entrances accessible to the public. The Town Engineer may require additional minimum access width for high-use pedestrian areas.
- c. Portable signs shall not be located within the State’s right-of-way, except where permitted under State law. Signs within 660 feet of a State highway shall comply with the Outdoor Advertising Act.
- d. Portable signs shall not encroach into required parking areas, shall not obstruct pedestrian traffic, and shall not create traffic hazards.
- e. There shall be at least 50 feet between portable signs.
- f. Portable signs are limited to six square feet per side, and shall be no taller than four feet.
- g. Portable signs are only allowed on Thursdays, Fridays, Saturdays, Sundays, and Federal or State holidays, between 8 a.m. and dusk, for no more than 10 hours per day. However, in no case shall a portable sign be displayed during non-business hours.
- h. Portable signs located on-site shall be counted towards the maximum cumulative display periods and total sign area allowed for temporary signs.
- i. All businesses with portable signs shall indemnify and hold harmless the Town from any action or expense that may occur as a result of a portable sign being located on any sidewalk or Town right-of-way, satisfactory to the Town Attorney. Portable signs for any business that fails to indemnify the Town shall be deemed illegal, nonconforming, and shall be removed.
- j. Portable signs shall be constructed of durable, weather-resistant materials, and shall be professional in appearance at all times.
- k. A sign permit is not required for a portable sign that is consistent with the requirements of this Subsection, unless the sign would be located within the Town’s right-of-way as allowed by Subsection b, above.
- l. Signs shall be maintained in compliance with Subsection 17.48.080.A.

**Table 17.48.090(N)
Standards for Temporary Signs (portable signs excerpted)**

Allowed Sign Type	Maximum Number	Maximum Sign Area	Maximum Sign Height	Time Limit	Permit Required?	Additional Requirements ¹
Portable signs	1 on-site per property and up to 5 off-site in the Town right-of-way	6 s.f. per side	4 feet	Thursdays, Fridays, Saturdays, Sundays, and Federal or State holidays. between 8 a.m. and dusk for no longer than 10 hours	No (on-site signs); Yes (off-site signs)	See Subsection 17.48.090.N.3

Notes: 1) See Standards for Specific Types of Signs, Temporary Signs (17.48.090.N) and Signs Not Requiring a Permit (17.48.040).

Condition(s) of Portable Sign Permit Approval:

- 1) Portable signs located in the Town’s right-of-way shall be removed during winter storm events so as to not interfere with Town snow removal operations.